

2008 Executive Strategic Planning Conference

Uniform Commercial Code (UCC) Training Session

Cheryl Wyatt
Division of Corporations

UCC TRAINING INDEX

Section 1 Agenda

Section 2
 Name Search Screens

Section 3 Printing Large UCC Searches

Section 4 On-line Filing (UCC1 & UCC3)

Section 5 Reminders

Section 6
 ICIS (Ideas and Comments)

Section 7 Noise Words

UCC Training Agenda

- Introduction and review of agenda
- Name Search Screens (602, 603 and 604)
- Printing Large UCC Searches w/copies
- WEB Filings (UCC1 and UCC3)

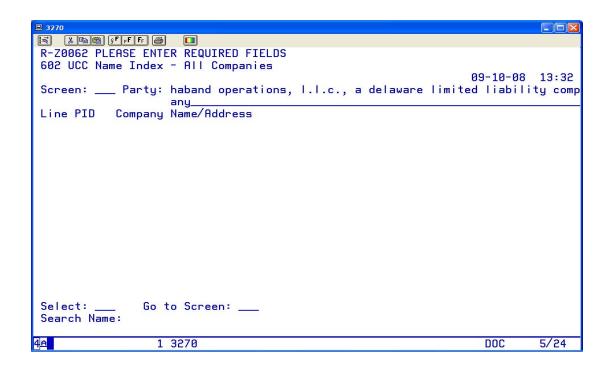
https://delecorp.delaware.gov/eCorp/FilerHome

Reminders:

- 655 Screen
- Do not reprint packages multiple times
 Reprinting filings
 Submitting orders through print packaging
- Expedited Fees on Multiple Copy Transactions
- Scanning large documents
- Searches with Incorrect Indexing
- Debtor's Name Listed on Invoice
- Opening SRV Numbers for Filing
- Replacing UCC Documents
- UCC Contact Information
- Technical Support Contact Information
- ICIS
 - Discussion/Suggestions

602 Screen

- The 602 Screen searches only Companies.
- Type up to 120 characters of the name.

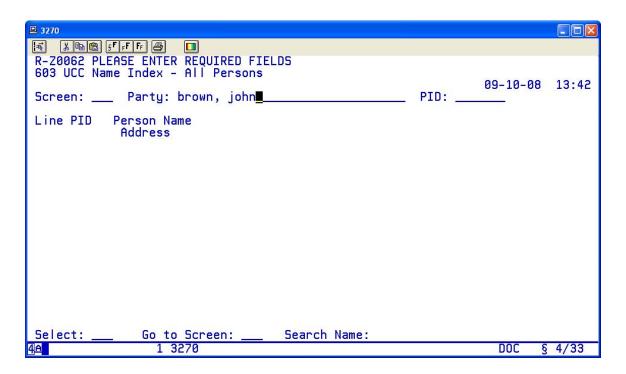


602 Search Results

□ 3270			
SFFFF B			
602 UCC Name Index - All Companies Screen: Party:	09-10-	08	13:55
2			
Line PID Company Name/Address 1 197826 HABAND OPERATIONS, L.L.C., A DELAWARE LIMITED LIABI 2 ANY 3 001 110 BAUER DRIVE OAKLAND			
3 001 110 BAUER DRIVE OAKLAND		NJ	07436
Select: ■ Go to Screen: 110 Search Name: HABAND OPERATIONS, L.L.C., A DELAWARE LIMITED LIA ANY	BILITY	COMF	
4 <u>A</u> 1 3270	DOC		22/10

603 Screen

- The 603 Screen searches only individuals.
- Type in last name, first name
- Type up to 60 characters.

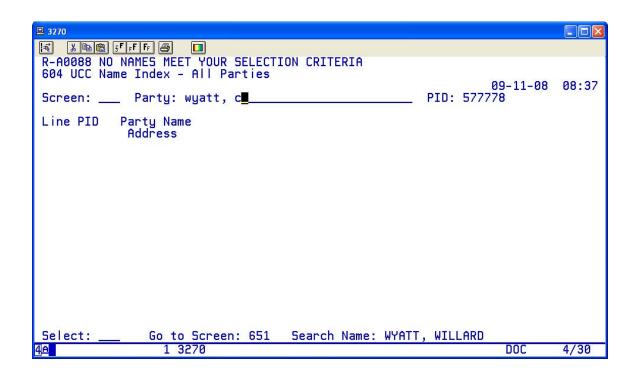


603 Search Results

□ 3270		
₹ XBB SFFFF B		
603 UCC Name Index - All Persons Screen: Party:	09-10-0	13:58
Line PID Person Name Address 1 048656 BROWN, JOHN	WILMINGTON MIDDLETOWN	DE 19809 DE 19709
2 001 2215 C PRIOR RD 3 002 943 WILLOW CT 4 003 4795 MILFORD-HARRINGTON HIGHWAY 5 314568 BROWN, JOHN	HARRINGTON	DE 19952
6 001 4795 MILFORD/HARRINGTON ROAD 7 104759 BROWN, JOHN A., JR.	HARRINGTON	DE 19952
8 001 13 N RODNEY DRIVE 9 188378 BROWN, JOHNATHAN	WILMINGTON	DE 19809
10 001 2979 BARLEY MILL RD 11 181543 BROWN, JOHN E.	YORKLYN	DE 19736
12 001 RT. 1, BOX 82C	DAGSBORO	DE 19939
13 046673 BROWN, JOHN L. 14 001 614 N RODNEY ST 15 023046 BROWN, JOHN T	WILMINGTON	DE 19805
Select: Go to Screen: 110 Search Name: BROWN,		
<u>4</u> 으 1 3270	DOC	7/37

604 Screen

- Type up to 60 characters of the name.
- The 604 screen searches both companies and individuals.
- The individual names are displayed first and then the companies.



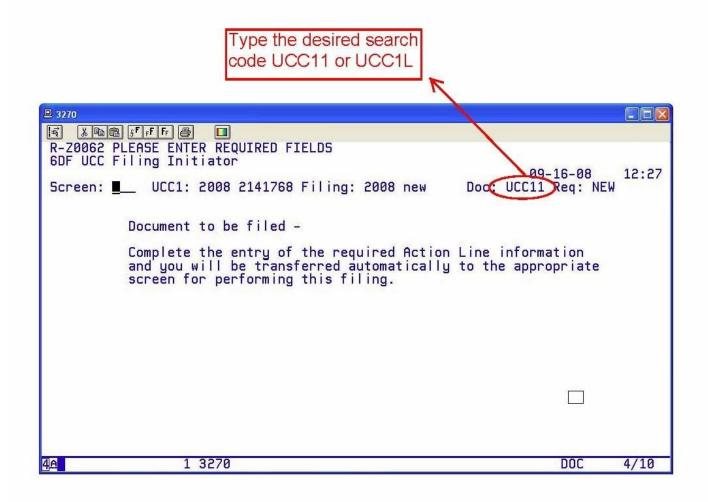
604 Search Results

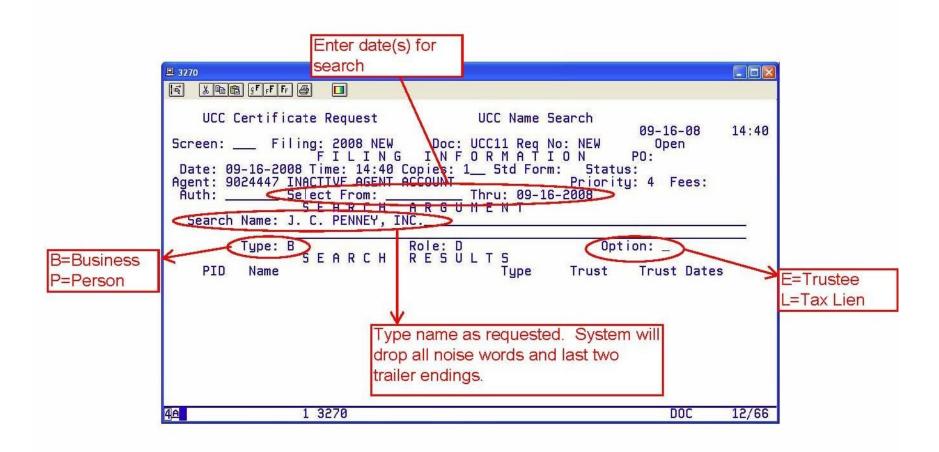
□ 3270		
FFFF ■ □		
604 UCC Name Index - All Parties Screen: Party:	09-11-08 PID: 577778	08:38
Line PID Party Name Address 1 558867 WYATT, C. MELVIN, JR.		
2 001 3569 CATTAIL RD 3 018164 WYATT CONSTRUCTION INC	HARRINGTON D	E 19952
4 001 1067 NEW CASTLE AVE 5 002 4057 NEW CASTLE AVENUE 6 003 416C MECO DRIVE	NEW CASTLE DI	E 19720 E 19720 E 19804
Select: Go to Screen: 651 Search Name: WYAT	T. C	
4 <u>A</u> 1 3270	DOC	24/10

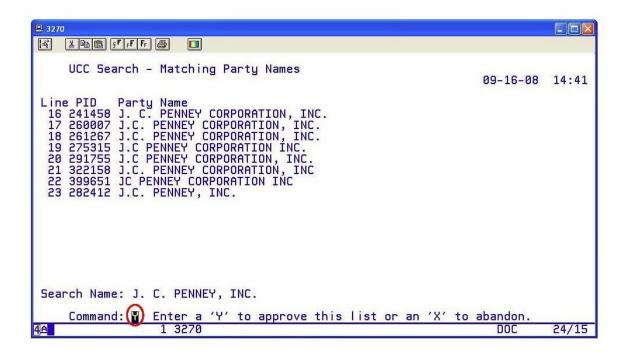
Printing UCC Searches

- UCC11 includes ALL effective filings only.
- UCC1L includes ALL effective filings as well as filings that have lapsed plus one year.
- Options
 - E Trustee (search will list filings that have listed the debtor as trustee only)
 - L Tax Lien (search will list tax lien filings only)
- If a select from date is entered, the search will show only the financing statements and the UCC3 filings associated to those financing statements.
 UCC3 documents filed on UCC1 documents filed prior to the select from date will not appear on the search.

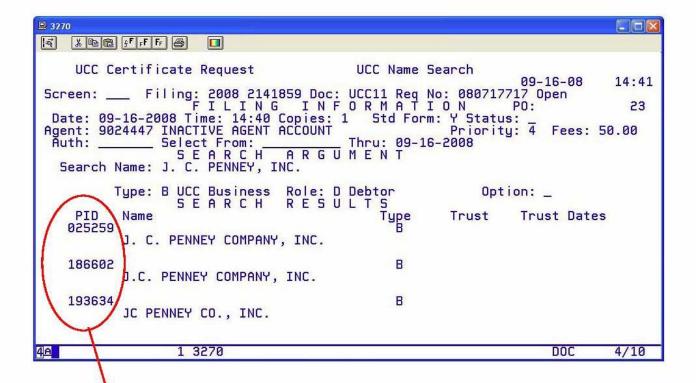
Large UCC Search w/copies



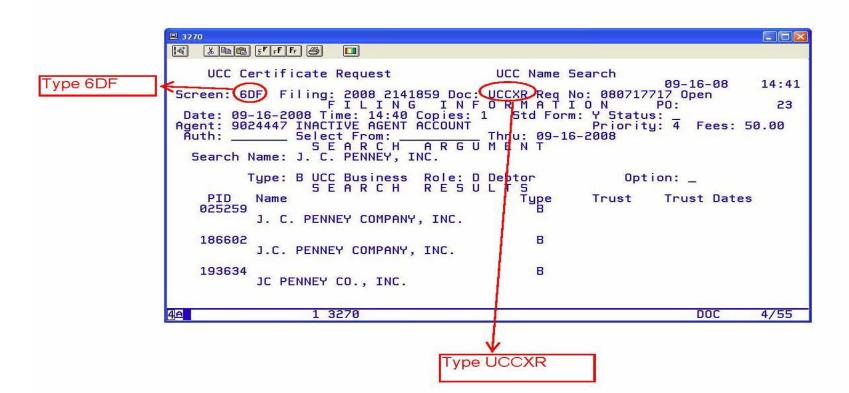


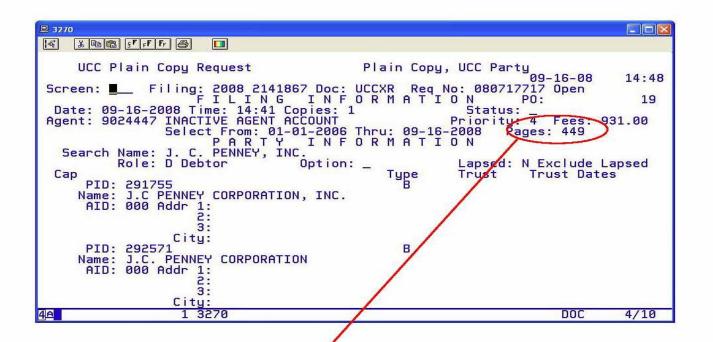


If copies are going to be requested, print this screen or write down the pid number in order to have record of all party ids when performing the copy request.

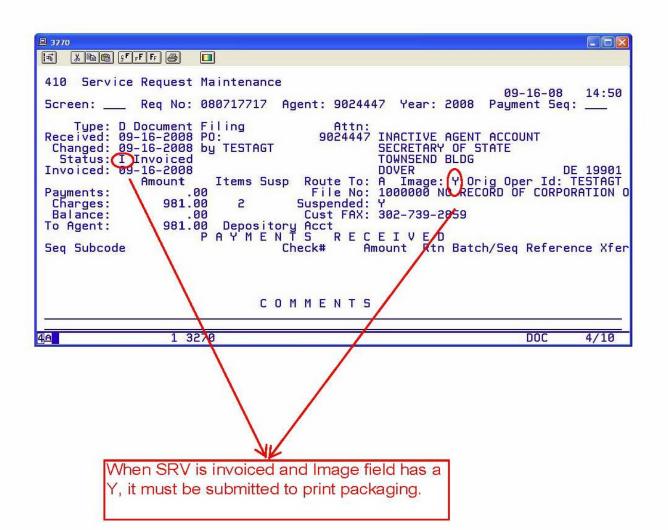


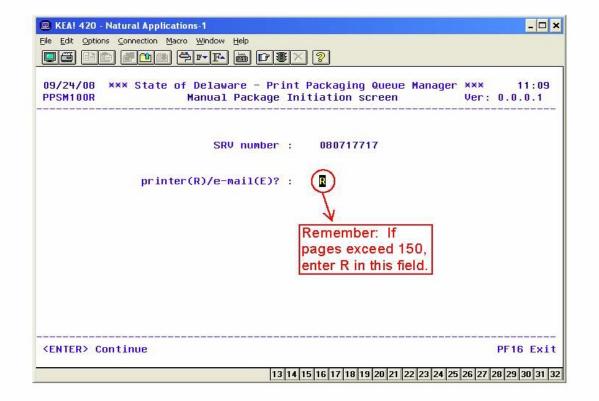
Depress enter a second time. All of the party ids will appear. Hit enter to go to next screen to view all of the party ids.





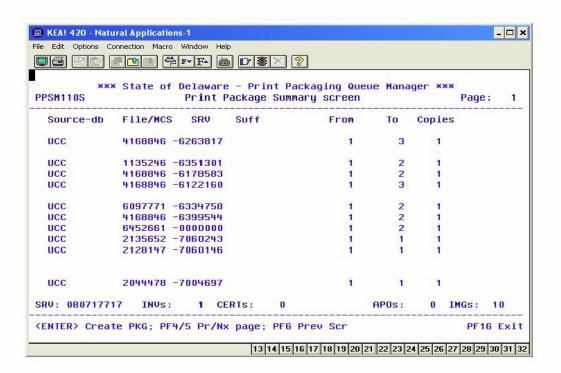
If total page count (search and copies) is over 150, it is too large to email.





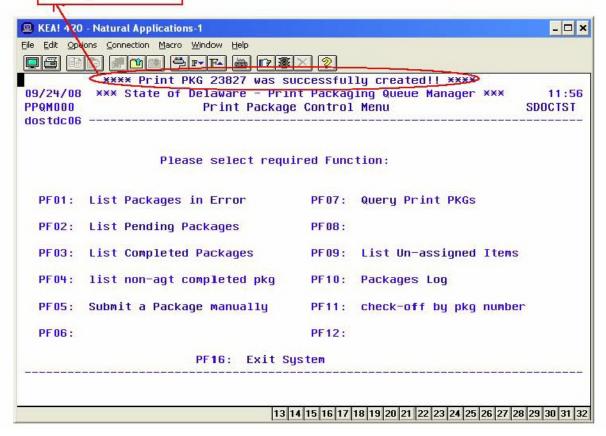
PPS		laware - Print Packaging Queue Manager reation screen - set cover details	
	SRV#: 080717717	Mailing Code: R Priority: 7	
	Agent Account: Agent Name:	INACTIVE AGENT ACCOUNT	
	Street address: City, State:	TOWNSEND BLDG	512 Images is the limit to send throug
DCTS	Zip, Country: Fax number:	199011 234US	print packaging
The :		rch that will print on the continuous f	
Comm			
<en< td=""><td></td><td>agent info, PF13 Refresh PF32 Pfk-M</td><td>enu PF16 Exit</td></en<>		agent info, PF13 Refresh PF32 Pfk-M	enu PF16 Exit
		13 14 15 16 17 18 19 20 21 22 23 24 25 2	00 27 20 20 20 21 22

Please use F13 to refresh the above screen until all certs, invoice and images appear on this screen.



All images will appear on the image summary screen. F5 to scroll through the pages when there are more 15 documents per page.

Package number



Continuous Feed Message

- As soon as possible after submitting the package, send an email to Tech Support to release the search and copies. The search is only in the large UCC queue until the next large search is invoiced.
- Please specify which printer in your office you would like it to print on.
- If you want the search and copies to print at our office, you must email the Tech Support Mailbox and request that we open a SRV# for you. The agent will then perform the search and copy request and then email Tech Support to invoice and submit the package.

Important Notice Regarding Searches

- A search must print the same day it is requested because the thru
 dates changes as work progresses through the dates.
- Searches that do not print the same day requested must be deleted and resubmitted under a new SRV#.
- Please contact the UCC Corrections mailbox to have the search deleted.

Emailing Large UCC Searches and/or copies

- The limit for packages to be emailed is 10 mg. This is equal to approximately 150 pages.
- This limit is set by DTI and unfortunately cannot be increased for our office.

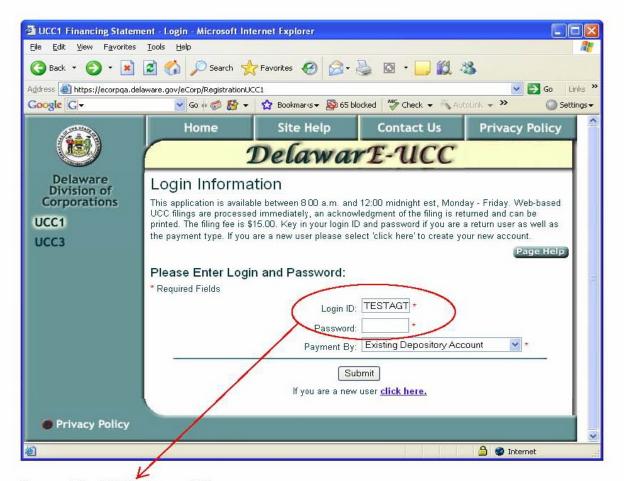
Large Copy Orders that exceed print packaging limitations

- Large copy orders that exceed 512 images cannot be submitted through print packaging.
- Send copy request down to our office for processing.
- A copy of the search MUST be attached to the copy order.
- Each document gets manually printed.
- This process is very time consuming and takes several days to complete.

UCC On-line Filings

UCC1 and UCC3 filings can be filed on-line at

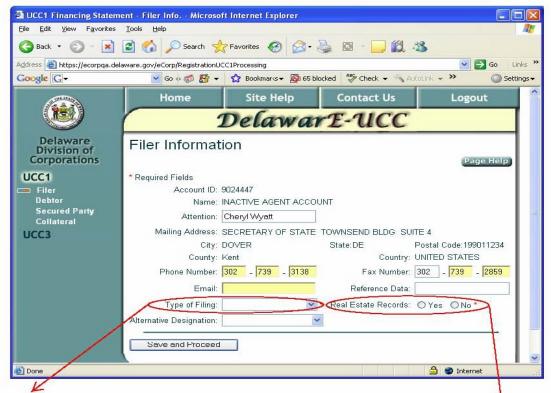
- https://delecorp.delaware.gov/eCorp/FilerHome
- The filing fee is \$15.00



Logon ID: DCIS Logon ID

Password: Call Tech Support @ 302/857-4626

or email at Dosdoc Tech Support@state.de.us



Type of Filing: (Options)

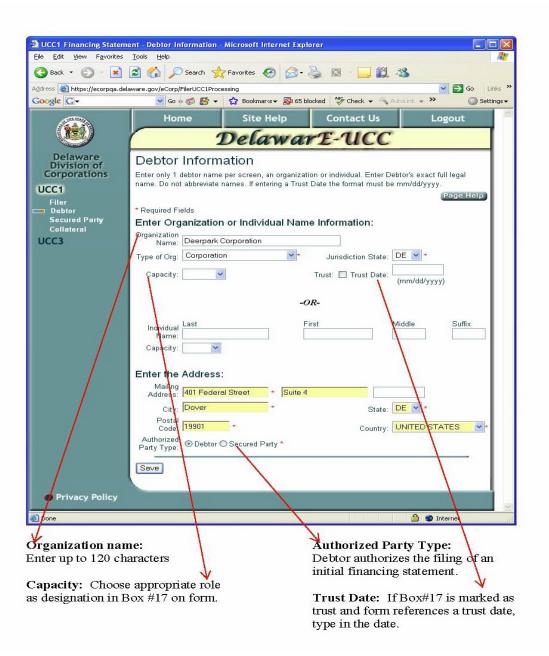
Financing Statement Ag Lien (Box #5 on form) Lease (Box #5) Trust (Box #17) Consignment (Box #5) Public Finance (Box #18) Transmitting Utility (Box #18

Alternative Designation:

Choose appropriate designation based on box marked in Box #5 on form.

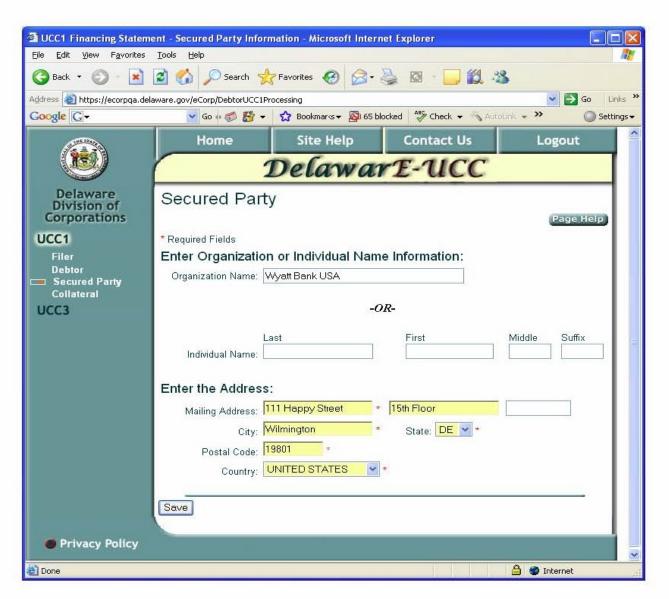
Real Estate Records:

Mark Yes if Box #13 on form is checked.



7	ent - Debtor Information - Microsoft Internet Explorer					
File Edit View Favorites	Iools Help					
O Back → O Search ☆ Favorites Ø O O O O						
Google G →	aware.gov/eCorp/DebtorUCC1Processing ✓ Go					
(B)	Home Site Help Contact Us Logout DelawarE-UCC					
Delaware Division of Corporations UCC1 Filer Debtor Secured Party	Debtor Information Enter only 1 debtor name per screen, an organization or individual. Enter Debtor's exact full legal name. Do not abbreviate names. If entering a Trust Date the format must be mm/dd/yyyy. Page Help *Required Fields Enter Organization or Individual Name Information:					
Collateral UCC3	Organization of individual Name information. Organization Name: Type of Org:					
	Capacity: Trust Date: (mm/dd/yyyy)					
	Individual Last First Middle Suffix Name: Capacity:					
	Enter the Address: Mailing Address: City: * State: **					
	Postal Code: Authorized Party Type: Debtor O Secured Party					
	Save Current entry or proceed to next page. Save Proceed					
	You've saved 1 item. Select one from the list to Modify / Remove Deerpark Corporation Modify Remove					
Privacy Policy						

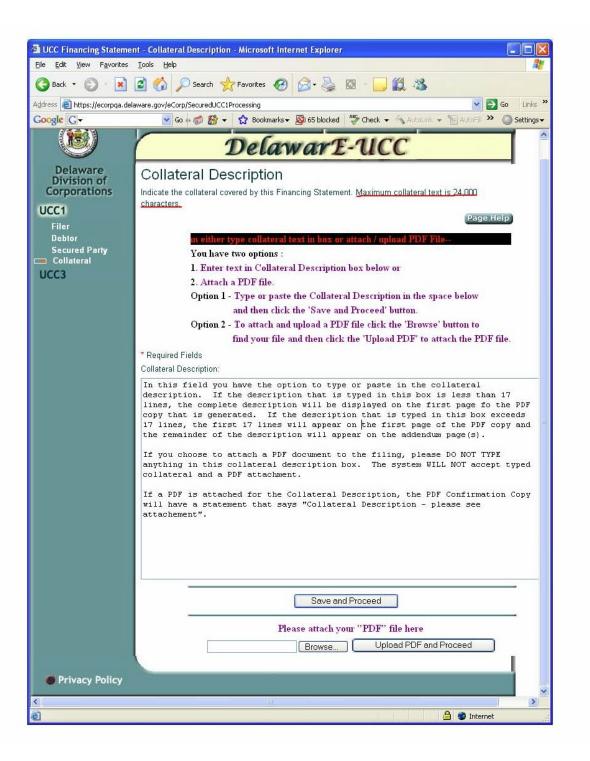
Use this screen to key in additional debtor. The first debtor displays at bottom of screen as being saved. You have the option to modify or remove if necessary. Once information is keyed in for the additional debtor, click Save and then click Proceed. If no additional debtor, click Proceed.

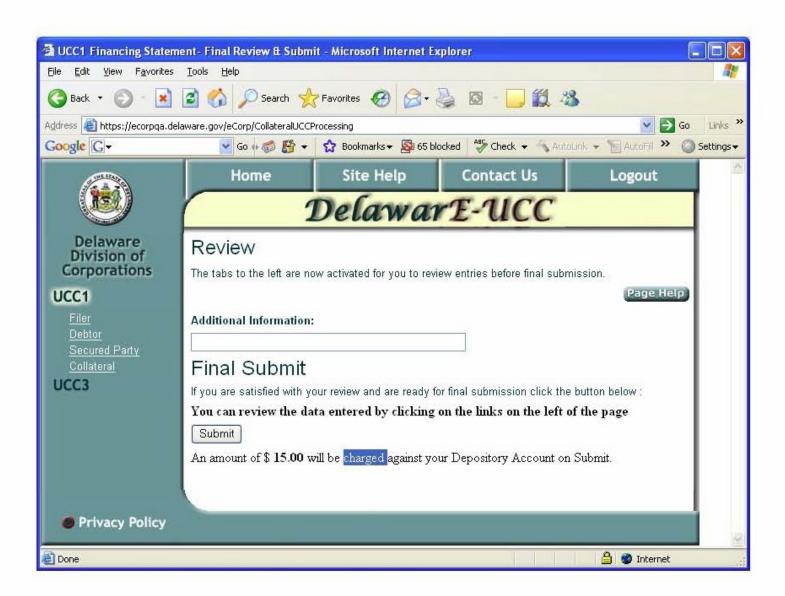


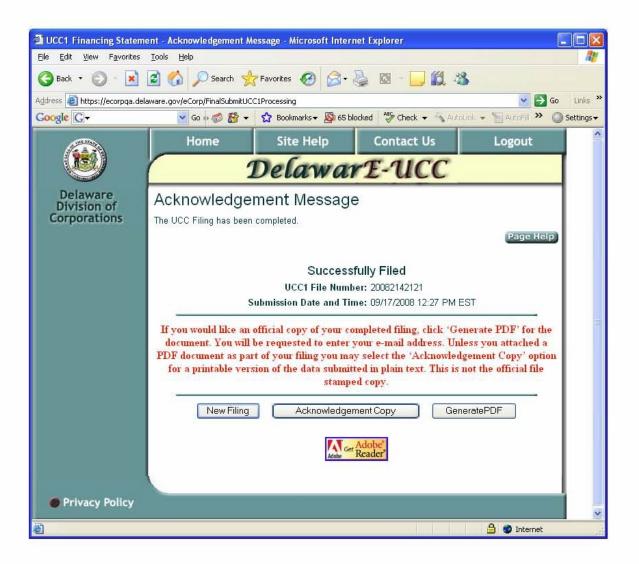
Type in Secured Party Information and click Save

UCC1 Financing Statement	ent - Secured Party Inforn	nation - Microsoft Intern	et Explorer	
<u>File Edit View Favorites</u>	Tools <u>H</u> elp			At .
Back ▼ ○ ■	👔 🏠 🔎 Search 🤸	Favorites 🚱 🛜 🔻		3
Address a https://ecorpga.dek				Go Links »
Google G-	✓ Go o Ø	☆ Bookmarks ▼ 👰 65 blo	ocked AS Check ▼ NAu	toLink → >>
	Home	Site Help	Contact Us	Logout
	DelawarE-UCC			
Delaware Division of Corporations	Secured Party	/		Page Help
UCC1	* Required Fields			
Filer	Enter Organization	or Indi∨idual Nam	e Information:	
Debtor ☐ Secured Party Collateral	Organization Name:			
UCC3	-OR-			
	La Individual Name:	ast	First	Middle Suffix
	Enter the Address			
	Mailing Address:	*		
	City:	*	State: *	
	Postal Code:	T T		
	Country:	<u> </u>	*	
	Save current entry or pr	oceed to next page.		
	You've saved 1 item. Se Wyatt Bank USA	lect one from the list to Modify Remove	Modify / Remo∨e.	
Privacy Policy				
Done				

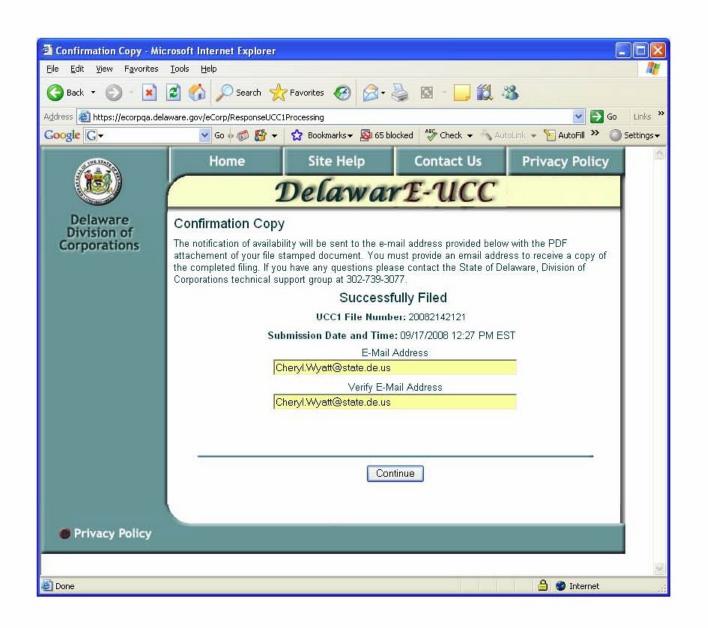
Use this screen to key in additional Secured Party. The first Secured Party displays at bottom of screen as being saved. You have the option to modify or remove if necessary. Once information is keyed in for the additional Secured Party, click Save and then click Proceed. If no additional Secured Party, click Proceed.

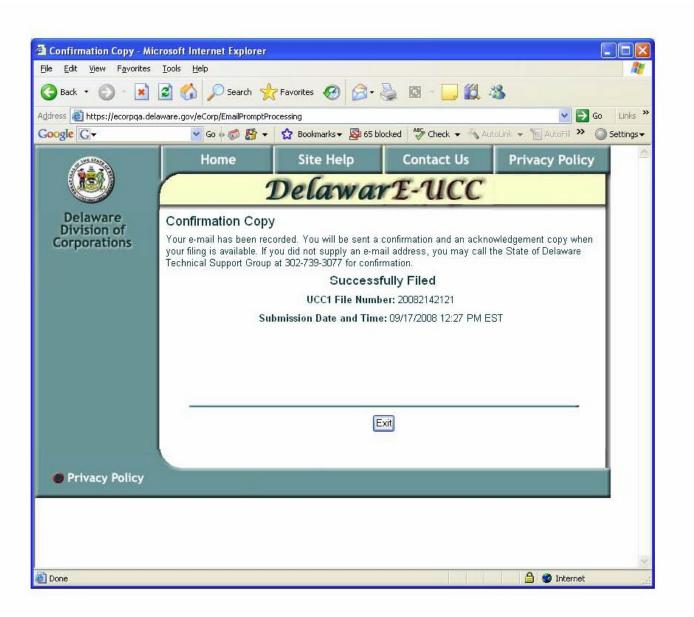


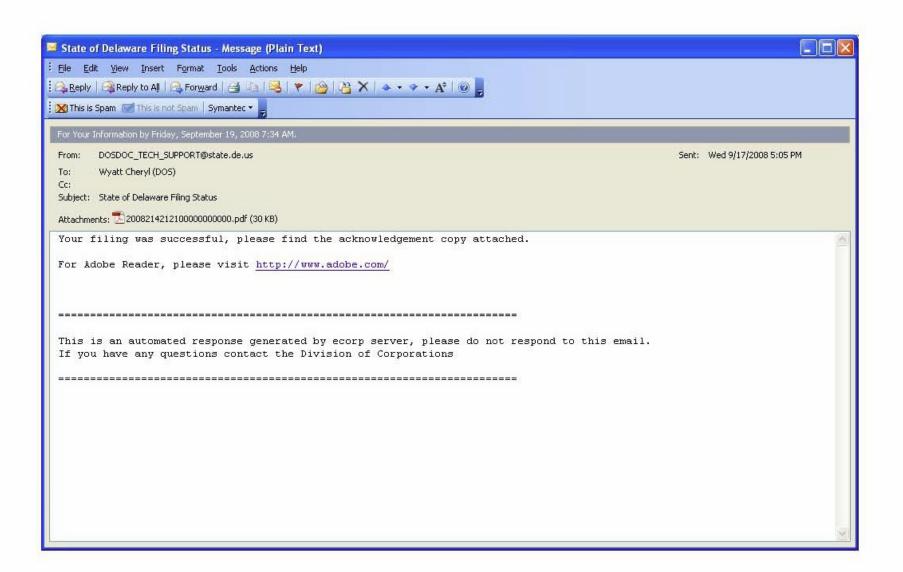




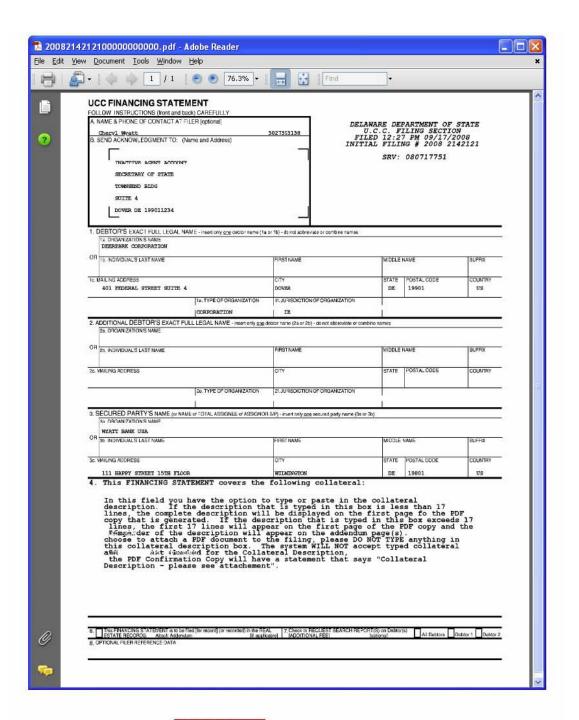
Print an acknowledgement copy of the UCC1 or send a stamp-filed copy to an email address.

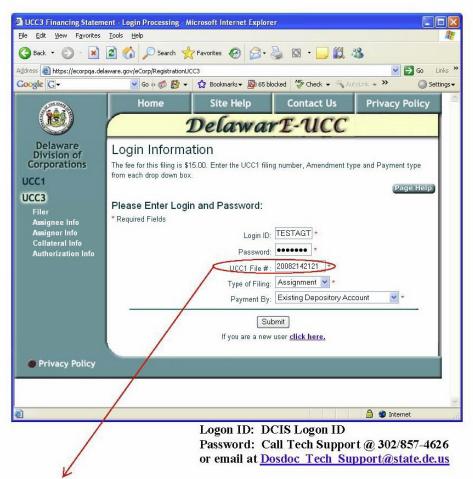






Email will appear as above.





UCC1 Filing Number:

2000 and prior

Last 2 digits of the year followed by 5 digit

number. (7 digits total)

EX: 1998 0014623 type in 9814523

2001 thru 2006

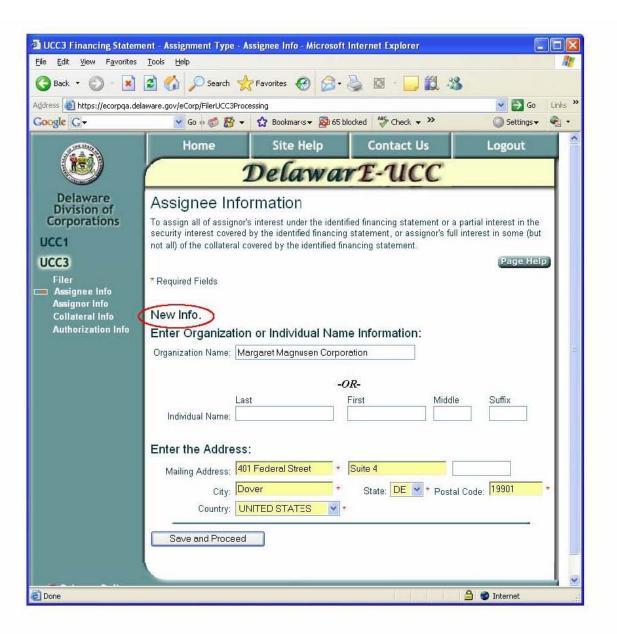
Last digit of the year followed by 7 digit number. EX: 2002 0196711 type in 20196711 (8 digits total)

2007 and beyond

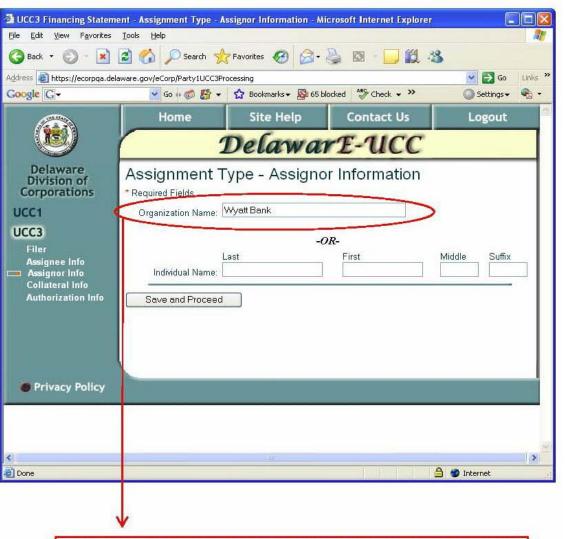
The full compliment of the year followed by the

7 digit number. (11 digits total)

EX: 2007 1234567 type in 20071234567

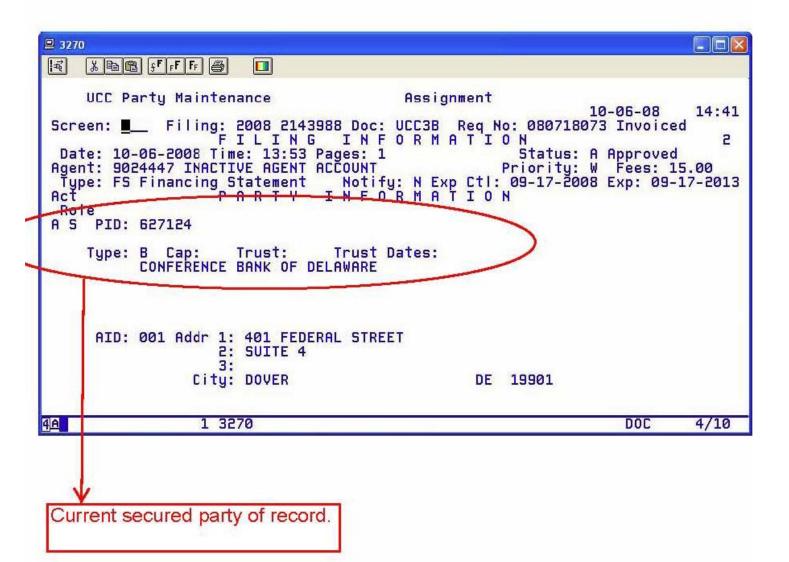


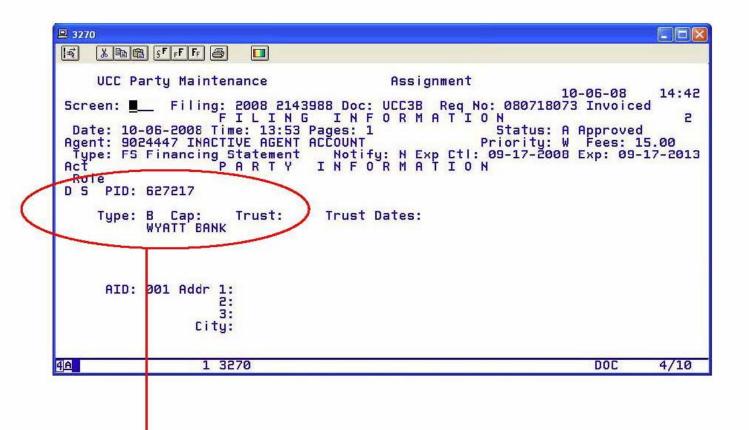
Only one Assignment per filing.



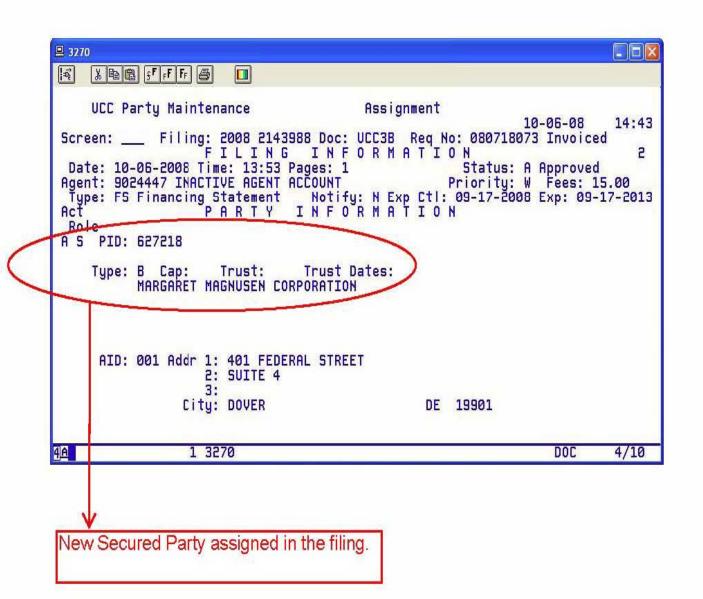
Name must be entered exactly as it is indexed currently in DCIS. If not sure, verify current secured party name is DCIS prior to filing on-line.

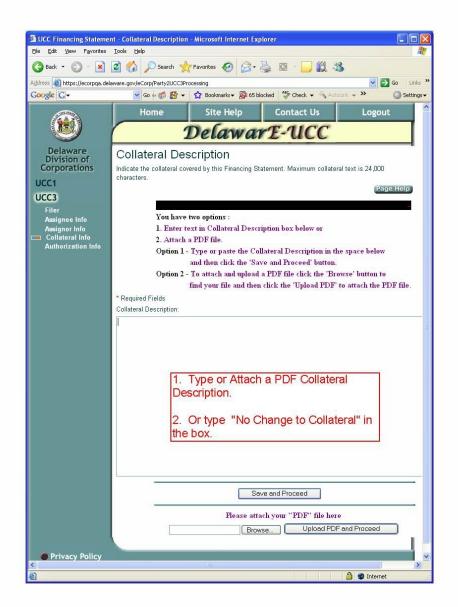
If the name is entered incorrectly, the system will create and delete this new secured party of record with no address.

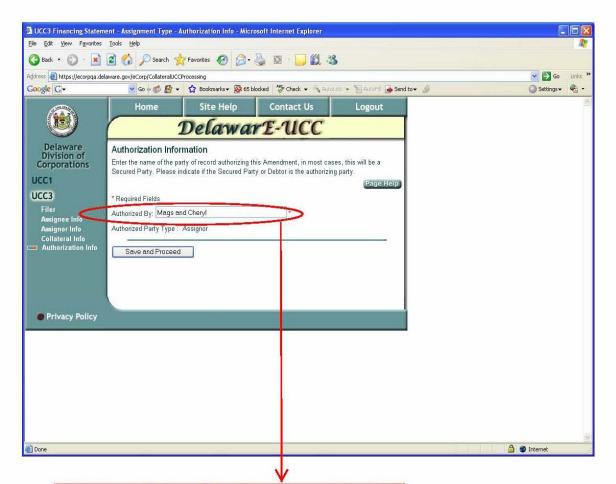




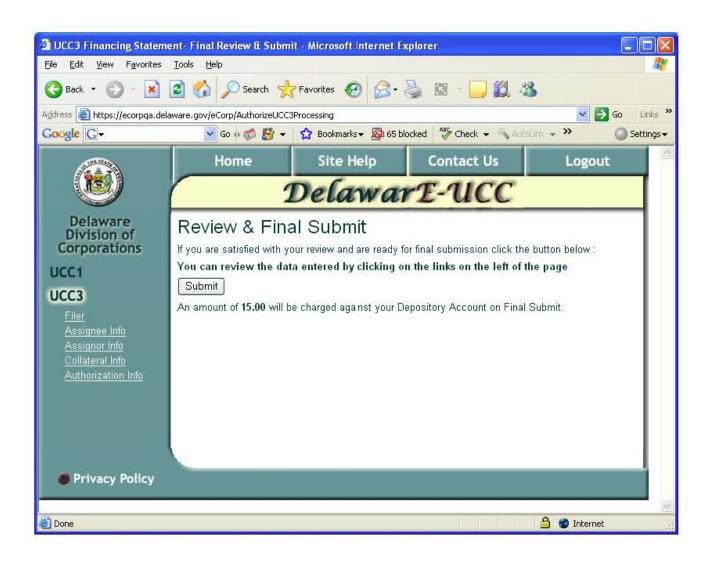
Created and deleted this secured party because it was not the current secured party of record.

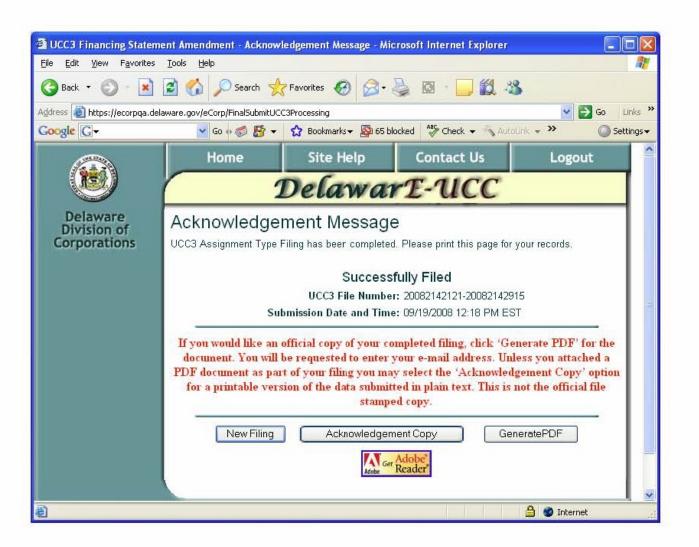


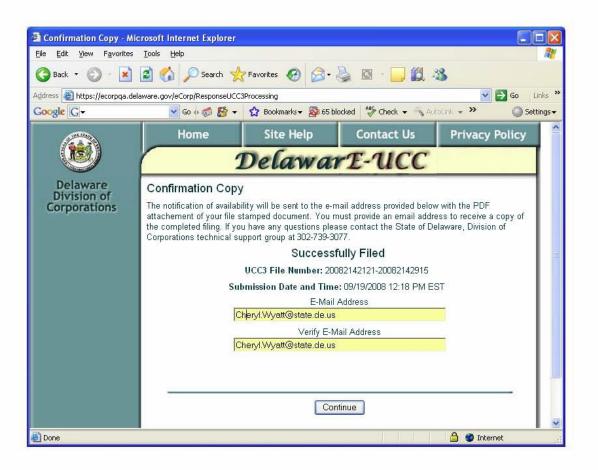




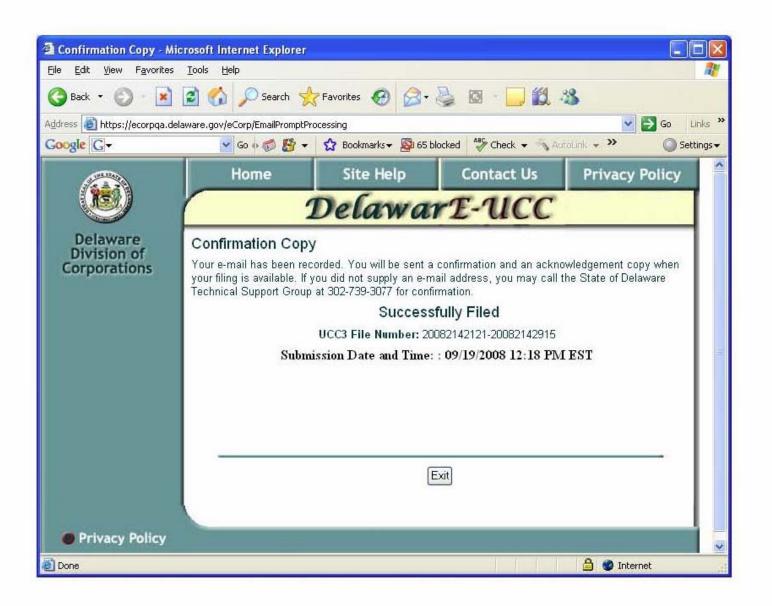
This piece of information will appear on item 9 of the UCC3 confirmation copy.







If PDF Confirmation copy is not received by end of day. Email the Technical Support Section.



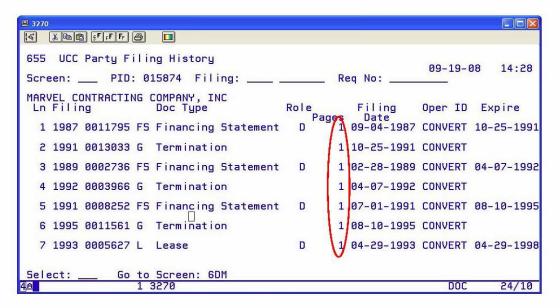
₹ 200	821421	2120082143988.pdf - Adobe	Acrobat Profession	nal .			Į.		
Elle Edit View Document Comments Forms Tools Advanced Window Help									
Create PDF * 🔊 Combine Files * 🔊 Export * 🔊 Start Meeting * 🔒 Secure * 🥖 Sign * 📋 Forms * 🧬 Review & Comment *									
	8		IN 🖑 🤄	80.8%	= 0	Find	-		
👂 Sticky Note 🖫 Text Edits + 🎍 + 🔏 🕒 🔍 😑 😊 🥕 🖊 🔲 🔘 🥖 🥐 Show +									
UCC FINANCING STATEMENT AMENDMENT									
		OLLOW INSTRUCTIONS (front and back) C A. NAME & PHONE OF CONTACT AT FILER		DELA	WARE DE	PARTMENT OF	STATE		
		Cheryl Wyatt 3. SEND ACKNOWLEDGMENT TO: (Name:	and Address)	3027393138 FII	.C.C. F. ED 01:5	PARTMENT OF ELING SECTION F PM 10/06/2 NG # 2008 21 # 2008 21 080718073	ON 2008		
		Г		AMENI	MENT SRV:	# 2008 21 080718073	43988		
		INACTIVE AGENT ACCOUNT SECRETARY OF STATE		1					
		TOWNSEND BLDG							
?		SULTE 4							
		DOVER DE 19901-1234		_					
	15	a. INITIAL FINANCING STATEMENT FILE #			to t	s FINANCING STATEME is filed (for record) (or rec	NT AMENDMENT is corded) in the		
	-	TERMINATION: Effectiveness of the Finan	nong Statement identified above is t	orminated with respect to security interest(s) or	HE	N_ ESTATE RECORDS by authorizing this Termin	ation Statement.		
	7	 CONTINUATION: Effectiveness of the Financing Statement identified above with respect to security interest(s) of the Secured Perry authorizing this Continuation Statement is continued for the additional period provided by applicable tax. 							
		4. ASSIGNMENT (full or partial): Give name of assignee in item 7s or 7s and address of assignee in item 7s; and also give name of assignor in item 9.							
	 AMENDMENT (PARTY INFORMATION): This Amendment affects Displace or Displaced Plany of record. Check only gain of these two bases. Also check one of the following three boxes and provide appropriate information in items 8 and/or 7. 								
		CHANGE name and/or address: Give current name (if name change) in tiem 7s or 7b and/or	record name in Bem 6a or 6b; also r new address (if address change) i	give new DELETE name: Give record to be deleted in item 6a or 6	inamo Af	HO name: Complete item m 7c; also complete item	7a or 7b, and also s 7d-7g (if applicable).		
	,	6. ORGANIZATION'S NAME							
	1	OH 66. INDIVIDUAL'S LAST NAME		FIRST NAME	MDOLE	NAME	SUPPIX		
	112					**********			
	13	7. CHANGED (NEW) OR ADDED INFORMATION: [7a. ORGANIZATION'S NAME							
)	MARCAREZT MICADUSEN CURDORAZION OH 70. NOOVOUAL'S LAST NAME FRIST NAME MODULE NAME SUFFIX					訚		
		70. MUNICIPALS EAST NAME							
		6. MAILING ADDRESS 401 FEDERAL STREET SUITE 4		DOVER	STATE	POSTAL GODE 19901	COUNTRY		
	1		e, TYPE OF ORGANIZATION	71. JURISDICTION OF ORGANIZATION	1.00		1		
	-	. AMENDMENT (COLLATERAL CHANGE):	check only one box.	l .					
		Describe collateral deleted or added o	r give entire restated collateral	description, or describe collisteral assig	ned.				
		dflskdfskldfksdfl							
	-	P. NAME of SECURED PARTY of RECOR	D AUTHORIZING THIS AME	NDMENT					
n	NAME OF SECURED PARTY OF RECORD AUTHORIZING THIS AMENDMENT Mongra and Cheryl. TO DEPTON LER REFERENCE DATA.								
0		Washington and a property of the same of the							
7 =									
the part								~	

PDF Confirmation

REMINDERS

655 SCREEN

- Please use the 655 screen for Cost Calculation.
- The screen will list all documents that are filed on a Party ID. It will list the financing statement and then the UCC3 documents filed pertaining to that financing statement.
- The financing statements are listed in filed date order.



DO NOT use 6DF transaction initiator to perform a cost calculation. This creates extra work for our employees when having to make these adjustments.

If a cost calculation is done on an SRV#, you must invoice and print the order, have the adjustment approved by the designated individual in your office and send to the UCC Section, Attention: Adjustments.

Only Exception:

You may perform a 6DF transaction initiator to perform a cost calculation for Wilmington Trust, US Airways, Home Depot, Computer Leasing, American Airlines, etc. (extremely large pids) Please do not invoice. Call or email the UCC Section to have the charges

Reprinting of Packages

- Do not reprint document filings. The agent will not receive the image on any document filings that are reprinted. Email Technical Support and request the filing be reprinted.
- If package requested did not print and the images are in image query, please reprint the package ONE time. If the package still does not print, email Technical Support and they will troubleshoot the problem and the print the package once corrected.

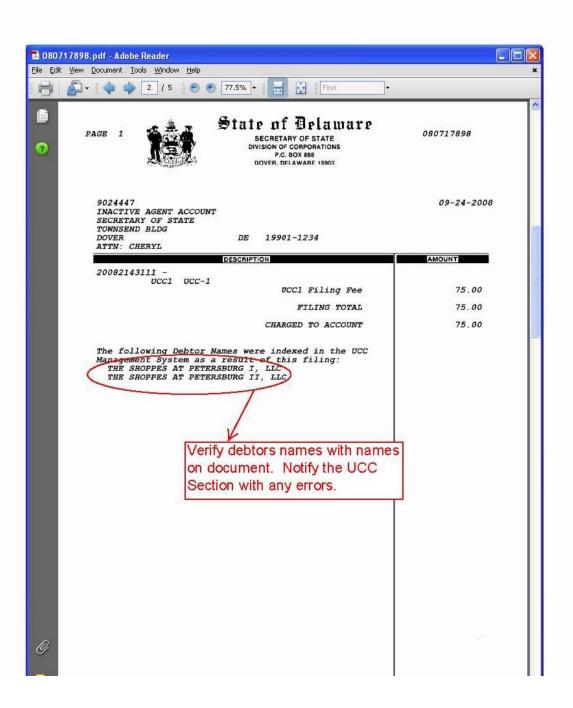
Expedited Fees on Multiple Copy Transactions

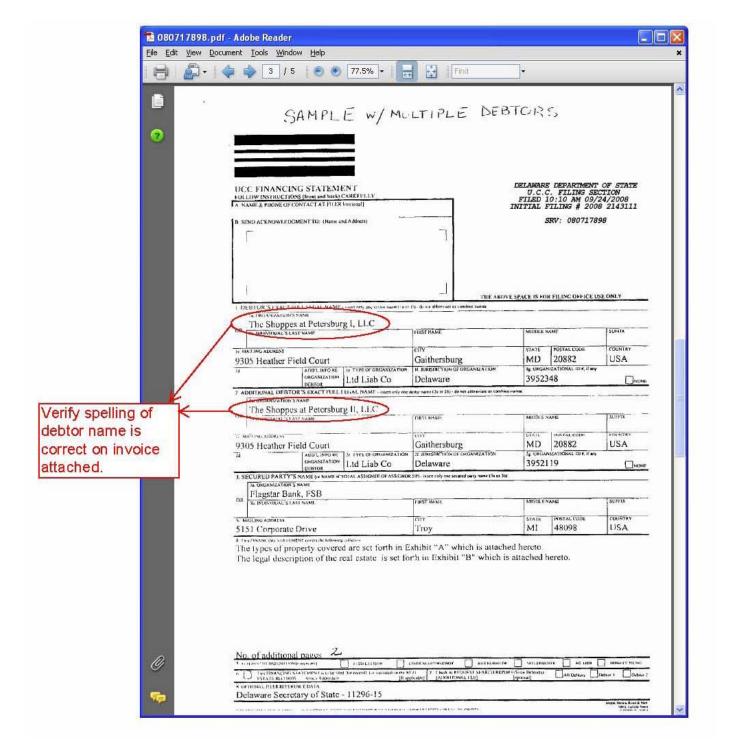
Currently the system charges expedited fees for each transaction on an SRV#. If the copy transactions actions are for the same debtor, call or email the UCC Section to have the expedited charges adjusted.

Scanning Large Documents

Documents that exceed 999 pages must be sent to the Division of Corporations to be scanned into the system.

CHECKING DEBTOR'S NAME LISTED ON INVOICE





OPENING SRV NUMBERS FOR FILING SAMPLE

UCC1:	Use 1000000 for file number on all UCC filings
	1
□ 3270	
₹ X Par R FF FF A □	
410 Service Request Maintenance	09-24-08 11:34
Screen: Req No: NEW Agent: Year: Pa	ayment Seq:
Type: D Document Filing Attn: Cheryl Received: P0: 9024447 INACTIVE AVENT AC Changed: by SECRETARY OF STAT TOWNSEND BLDG DOVER Payments: .00 Route To: Tmage: N Orig	TE
Payments: .00	
To Agent: Depository Acct PAYMENTS RECEIVED Seq Subcode Check# Amount Rtn Batch/S	Geq Reference Xfer
C O M M E N T S	
UCC1 - WYATT CONSTRUCTION CO., INC.	
40 1 3270	DOC 23/37
4	
UCC3: Type debtor nan	ne
2 3270 4 XBB 5 F F F & II	
410 Service Request Maintenance	
Screen: Req No: NEW Agent: Year: Pa	09-24-08 11:34 ayment Seq:
Type: D Document Filing Attn: Cheryl Received: P0: 9024447 INACTIVE AGENT AC Changed: by SECRETARY OF STAT Status: 0 Open	E
Invoiced: Amount Items Susp Route To: Image: N Orig Payments: .00 File No: 1000000 Charges: .00 Suspended:	DE 19901 Oper Id:
Balance: .00 Cust FAX: 302-739-2859 To Agent: Depository Acct PAYMENTS RECEIVED Seq Subcode Check# Amount Rtn Batch/S	
Seq Subcode Check# Amount Rtn Batch/S	Geq Reference Xfer
COMMENTS	
UCC3 - 2005 0718834	
4 <u>A</u> 1 3270	DOC 23/21
Type UCC1 filing	
number	

REPLACING UCC DOCUMENTS

- The Division of Corporations will accept replacement documents for the following reasons:
 - Document not legible
 - Missing attachments
 - No room for "filed stamp" to be applied

UCC Contact Information

UCC Mailbox:

Dosdoc_ucc@state.de.us

UCC Phone number:

302/739-3073

Press 4

Technical Support Contact Information

Tech Support Mailbox:

Dosdoc_Tech_Support@state.de.us

Tech Support Phone Number:

302/857-4626

ICIS

Ideas and Comments

Thank You and Have a Great Day!

